Update Demographic Information

1.	Click the **Student Center** link. Student Center
2.	Click the scrollbar and navigate to the **Personal Information** section.
3.	Click the **Demographic Data** link. Demographic Data
4.	Demographic information is displayed with a link for more information on FERPA regulations. Read through the demographic information instructions.
5.	Verify the information displayed, and complete any missing information. Click the **Verification Statement** option.
6.	Click the **Save** button.
7.	Click the **"go to"** object. go to ...
8.	Click the **Addresses** list item.
9.	Click the **GO!** button.
10.	Read the University address policy. Verify address information displayed. Edit if needed. To edit an address, click the **Edit** button.
11.	Highlight the address you are wanting to edit and press **Delete**.
12.	Enter the new address information into the **Address** fields. Edit City, State, and Postal Code fields as needed. Click the **OK** button.
13.	Select (or deselect) the requested address types for this address only.
14.	If needed, adjust the date these changes will take effect.
15.	Click the **Save** button.
16.	Click the **OK** button.
17.	The new address information is displayed. Confirm the **Verification Statement** is checked.
18.	Click the **"go to"** object.
19.	Click **Emergency Contacts**.
20.	Click the **GO!** button.
21.	Verify the emergency information listed. To add additional contacts click the **Add an Emergency Contact** button.
22.	Click in the **Contact Name** field. Enter the emergency contact name.

23.	Click the drop-down list item and select the appropriate relationship.
24.	Check the "**same address/phone as individual**" address/phone items if needed. Otherwise, click the **Edit Address** link to add an address for this relationship. Edit Address
25.	Enter the requested information into the **Address** fields. Click the **OK** button.
26.	Click in the **Phone** field and enter the emergency contact phone number.
27.	You can enter additional phone numbers by clicking on the **Add A Phone Number** box. Click **Save** when complete.
28.	Click the **OK** button.
29.	The primary contact is displayed. If needed, click the **Change the Primary Contact** button. Then, select the appropriate contact from the drop-down list and click **Save.** Verify the information on this page before continuing to the next step. Click the **Save** button.
30.	Click the **"go to"** object.
31.	Select **Phone Numbers**.
32.	Click the **GO!** button. »
33.	Read through the information displayed. If needed, select the appropriate button in the **Cell Phone Declaration** box. Additional phone numbers can be added by clicking the **Add a Phone Number** box.
34.	Click the **Phone Type** list.
35.	Click the appropriate **Phone** list item.
36.	Click in the **Telephone** field and enter the phone number.
37.	Verify the preferred number is selected. Change as needed.
38.	Click the **Verification Statement** box.
39.	Click the **Save** button.
40.	Lastly, click the **"go to"** list item and select the **Student Center.**
41.	Click the **GO!** button. »
42.	Scroll to the bottom of the page.
43.	Verify the updated contact information displayed.
44.	This process has been completed once contact information is verified. After updating all Demographic, Address, Phone and Emergency Contact information click the **Sign out** link. Sign out
45.	**End of Procedure.**